

***State of Washington  
Department of Transportation  
Notice to Consultants***

***Disadvantaged Business Enterprises Supportive Services Program***

Washington State Department of Transportation (WSDOT) solicits interest from consultants interested in submitting a Statement of Qualifications to provide Disadvantaged Business Enterprises Supportive Services (DBE/SS) program for WSDOT. WSDOT will be awarding one (1) agreement. The agreement will be for twelve (12) months duration and will be for approximately \$225,000.

**Project Description**

The DBE/SS program is a valuable and necessary tool to ensure the improved economic growth and future of firms owned by socially and economically disadvantaged individuals in the state of Washington. The primary goal is to provide DBE/SS statewide to DBE firms wishing to participate in federally funded assisted highway projects.

The services shall relate to identification, pre-qualification, and certification assistance, with emphasis on increasing the total number of legitimate DBEs in the federal-aid highway program. DBE/SS includes estimating, bidding, technical assistance, immediate and long-term business management, record keeping, bonding, and financial assistance. Also included are follow-up services to ascertain the outcome of the training and technical assistance.

The DBE/SS program is an authorized federal-aid program under 23 CFR Part B 230, designed to increase the total number of DBEs active in the highway program and contribute to the growth and eventual self-sufficiency of DBEs so that such business may achieve proficiency to compete, on an equal basis, for contracts and sub-contracts. WSDOT shall establish procedures to develop, conduct, and administer DBE training and assistance programs specifically for the benefit of DBE firms.

**Evaluation Criteria**

Pursuant to state and federal regulations, a qualifications-based selection process will be used to select a consultant for this project. The following information and criteria will be used to evaluate and rank responses:

1. Qualifications/Expertise of Firms on Team;
2. Key Team Members Qualifications (Prime Consultant and Sub-Consultants);
3. Project Delivery Approach;
4. References/past performances (Prime Consultant Only); and
5. Cost Factors (Prime Consultant Only.)

The link to the definitions and point value for each of the proposed criteria may be found on the first page of this advertisement web site.

NOTE: It is imperative that the consultant reviews the definitions of the scoring criteria. We have included requirements and/or limitations for the information that is being requested.

**Submittals**

Consultants are invited to submit their Statement of Qualifications at their own cost. WSDOT assumes no obligation of any kind for expenses incurred by any respondent to this solicitation. The submittal is limited to a total maximum number of twenty-five (25) sheets submitted only on single sided (single sided meaning one side only of a single sheet of paper) typed 8.5" x 11" paper (if charts and/or graphs are utilized text must be a readable size font), and with type size no smaller than 12 point.

Your Statement of Qualifications must be broken into two (2) separate packets. Your Statement of Qualifications "Packet A" must consist of:

- Your responses to scoring Criteria 1 through 3.

Your Statement of Qualifications "Packet B" must consist of:

- Your letter of transmittal;
- Your response to scoring criteria 4 and 5; and
- Your Submittal Information Packet forms for the Prime Consultant and all proposed Sub-Consultants.

The page limitation does not apply to the front and back covers of "Packet A" and all of "Packet B."

The Statement of Qualifications shall meet the following requirements or will be deemed non-responsive and will not be eligible for consideration of this work:

- Title of the Request for Qualifications and your firm clearly identified on the cover of the submittal Packets "A" and "B", and the letter of transmittal;
- Statement of Qualifications broken into "Packet A" and "Packet B" as indicated above;
- Responsive to all evaluation criteria;
- Meeting page limitations and font size requirements; and
- Meeting submittal deadline submission date.

Materials submitted in response to this competitive procurement shall become the property of WSDOT and will not be returned. All submittals received will remain confidential until WSDOT and the successful Consultants sign the agreements resulting from this advertisement. All submittals are deemed public records as defined in the RCW 42.17.250 to 42.250.340.

Faxed or e-mailed submittals will not be accepted. Four (4) copies of your "Packet A" and one (1) copy of "Packet B", whether mailed or hand-delivered, must arrive at the following address no later than 5:00 pm on Monday, October 27, 2003:

Mr. Michael B. Rice  
Director, Consultant Services  
Washington State Department of Transportation  
Capital View II Building, 2<sup>nd</sup> Floor

724 Quince Street SE  
Olympia, WA 98504-7323

Any questions regarding the submittal process should be directed to the Consultant Services Office, at 360-705-7104. All questions regarding the technical aspect of this request should be directed to Mr. Jim Medina, Manager External Civil Rights at 360-705-7086.

The department has an overall Disadvantaged Business Enterprise (DBE) Goal. The DBE goal for participation will be obtained through a combination race-neutral/race-conscience means as outlined in WSDOT's "Disadvantaged Business Enterprise Program Plan." The department encourages disadvantaged, minority, and women-owned consultant firms to respond.

Persons with disabilities may request this information be prepared and supplied in alternate formats by calling collect 206-389-2839. Persons with hearing impairments may call 1-800-833-6388 (Washington State Telecommunications Relay Service) and ask for 206-515-3683.

Dates of publication in the Seattle Daily Journal of Commerce: Monday, September 29, 2003, and Monday, October 6, 2003.